S-E-C-R-E-T

This Notice Expires 1 April 1964

TRAINING

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MIDCAREER TRAINING PROGRAM

1. Deputy Directors and the Heads of Career Services, with staff guidance and assistance from the Director of Training, are responsible for assuring that all employees receive training which will promote the effective performance of their duties and the development of their abilities to assume greater responsibilities commensurate with the needs of the Agency.

2. At midcareer it is extremely important that a critical assessment of each employee be made in order to evaluate his prior experience, accomplishments, and potential, and where appropriate to plan a program for his future training and growth to ensure, to the extent possible, maximum opportunity for the individual and the greatest use of his talents by the Agency. At the present time the greatest number of employees in this Agency at midcareer, and with the potential and probable opportunity to assume broader and increasingly greater managerial responsibilities, are at about the grade GS-13 level.

3. There is therefore established a midcareer training program, the objective of which shall be to identify at midcareer those employees for whom a formal training program should be planned and put into effect in order that their career development may be consistent with their potential and the Agency's needs.

4. Deputy Directors and Heads of Career Services shall evaluate critically all employees now in or later promoted to grade GS-13 within one year after such promotion, and identify those employees who should participate in the midcareer training program. In exceptional cases employees not in grade GS-13 may be nominated. Deputy Directors and Heads of Career Services shall then, in consultation with the Director of Training, plan a midcareer training program for each individual selected, to be completed in not more than five years. The program should be tailored to each individual's needs, taking into consideration his prior experience and training as well as his probable future development and responsibilities. Individual programs shall be reviewed periodically and modified as appropriate. Officers selected for the program may include specialists as well as those selected for more general responsibilities.

5. Each individual program will provide for attendance at a basic course to be taken by all individuals in the program. This course, of approximately six weeks' duration, will be conducted by the Office of

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Training and will have as its objective to teach participants what
they should know about:

     a.   Other components of the Agency.

     b.   Other agencies of the U. S. Government, particularly those
with intelligence and action responsibilities, and the Agency's
relation to them.

     c.   Foreign and domestic political and other factors affecting
U. S. Government policy and actions, and the Agency's role in
collection, analysis, and action programs. Initially the Director
of Training shall plan to conduct this course for thirty students
three times a year. The first such course should begin on or
about 1 October 1963.

     6.   So that the Director of Training may arrange courses to accord
with the orderly fulfillment of the total Agency program, the basic
course, as well as specific additional training courses in each indi-
vidual plan, must be scheduled well in advance. Employees enrolled
in courses will not be withdrawn except for compelling reasons and
only with the approval of the appropriate Deputy Director or Head of
Career Service.

     7.   The Director of Training shall make periodic reports to the
Deputy Director of Central Intelligence on the progress of this program
with specific recommendations for improvement. The first such report
shall be made on or before 15 July 1963 for the period ending 30 June.

                       MARSHALL S. CARTER
                       Lieutenant General, USA
            Deputy Director of Central Intelligence

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